

ROBESON TECHNICAL INSTITUTE

The logo features the lowercase letters 'rti' in a white, italicized serif font, centered within a large, stylized green outline. The outline is composed of three concentric, overlapping circular bands that form a cloud-like or floral shape.

rti

BULLETIN 1975 - 1976



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ROBESON TECHNICAL INSTITUTE



**A UNIT OF THE DEPARTMENT
OF COMMUNITY COLLEGES**

Drawer A
LUMBERTON, N. C. 28358
Telephone 738-7101
BULLETIN
1975 - 1976

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Robeson Technical Institute publishes this bulletin for the purpose of providing students and other interested persons with information about the institute's programs. The Institute reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings.

Robeson Technical Institute is an Equal Opportunity Institution.

SCHOOL CALENDAR

1974-1975

FALL QUARTER

September 3.....Freshman Orientation and Registration
September 4.....Senior Orientation and Registration
September 5.....Classes Begin
November 20.....Last Day of Classes--End of Fall Quarter

WINTER QUARTER

November 22.....Registration
November 25.....Classes Begin
November 28, 29.....Thanksgiving Holidays
December 20-January 1.....Christmas Holidays
February 24.....End of Winter Quarter

SPRING QUARTER

February 27.....Registration
March 3.....Classes Begin
March 28-31.....Easter Holidays
May 20.....End of Spring Quarter

SUMMER QUARTER

May 22.....Registration
May 23.....Classes Begin
May 26, 27, 28, (or 28, 29, 30)Instructors Workshop--Student Holidays
July 4.....Holiday
August 6.....End of Summer Quarter
August 8.....Commencement
August 11-22.....Instructor's Vacation

SCHOOL CALENDAR

1975-1976

FALL QUARTER

September 2.....Freshman Orientation and Registration
September 3.....Senior Orientation and Registration
September 4.....Classes Begin
November 19.....End of Fall Quarter

WINTER QUARTER

November 21.....Registration
November 24.....Classes Begin
November 27, 28.....Thanksgiving Holidays
December 22-January 2.....Christmas Holidays
January 5.....Classes Resume
February 24.....End of Winter Quarter

SPRING QUARTER

February 26.....Registration
February 27.....Classes Begin
April 16-19.....Easter Holidays
May 17.....End of Spring Quarter

SUMMER QUARTER

May 19.....Registration
May 20.....Classes Begin
May 31, June 1, 2.....Instructors Workshop--Student Holidays
July 5.....Holiday
August 4.....End of Summer Quarter
August 6.....Commencement
August 9-20.....Instructor's Vacation

OFFICERS OF ADMINISTRATION
Department of Community Colleges

Ben E. Fountain, Jr.	President
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Board of Trustees

I. J. Williams	Chairman
John L. Carter	Vice Chairman
R. Craig Allen	Secretary

<i>Appointed by Commissioners of Robeson County:</i>	<i>Expiration of Term</i>
Gurney S. Kinlaw	June 30, 1977
Vernon Floyd	June 30, 1975
B. C. McBee	June 30, 1979
J. A. Singleton, Jr.	June 30, 1977

<i>Appointed by Robeson County Board of Education:</i>	<i>Expiration of Term</i>
John L. Carter	June 30, 1981
Guy P. McCormick	June 30, 1977
A. D. Lewis, Jr.	June 30, 1979
I. J. Williams	June 30, 1975

<i>Appointed by Governor of North Carolina:</i>	<i>Expiration of Term</i>
Gene Ballard	June 30, 1979
John W. Oxendine	June 30, 1975
Scott Shepherd	June 30, 1977
Glenn A. Maynor	June 30, 1981

ADMINISTRATIVE STAFF

R. Craig Allen	President
Ronald C. Brown	Director of Admissions
Marcus Everitte	Director of Library
Russell E. Hellekson	Business Manager
George E. Howard	Dean of Instruction
Judith Ann Jones	Counselor
James Willis Lawson	Director of Career Education
R. Frank Leggett, Jr.	Director of Enrichment Education
Max H. Lippard	Administrative Assistant
Eddie M. Locklear	Director of Veterans Affairs and Placement
Marie M. Malloy	Director of Community Affairs
T. Eugene Mercer	Director of Basic Education
Harold B. Thompson	Director of Occupational Extension
Vernon Ray Thompson	Administrative Assistant
Frederick G. Williams, Jr.	Dean of Student Services
Rosa W. Cooper	Accountant
Jackie Ashley	Receptionist/Switchboard Operator
Lola B. Bracey	Secretary, President
Carolyn Britt	Secretary, Library
Sarah C. Brown	Secretary, Faculty/Staff
Ann R. Carter	Secretary, Faculty/Staff
Judy B. Conner	Secretary, Student Services
Cathy N. Fields	Secretary, Basic Education
Mary P. Hughes	Secretary, Enrichment Education
Georgia Langley	Secretary, Career Education
Linda McCoy	Veteran Services Officer
Carol Powers	Secretary, Business Manager
Nell Reising	Secretary, Occupational Extension
Vickie J. Walters	Secretary, Student Services
Juanita Worrell	Secretary, Dean of Instruction
Lynne R. Parker	Assistant to Accountant
Anna Kemp	Secretary, Student Services

PHILOSOPHY, PURPOSES, AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The Institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the Institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individuals needs of the citizens of the area.

ACCREDITATION

Robeson Technical Institute is a member of the North Carolina Department of Community Colleges and is accredited by the State Board of Education. All programs offered by the Institute have been approved officially by the North Carolina State Board of Education, by the Veterans Administration, and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is approved by the North Carolina Board of Nursing. The Cosmetology Program is approved by the North Carolina State Board of Cosmetic Art Examiners.

The Institute is a Candidate for accreditation with the Southern Association of Colleges and Schools.

STUDENT SERVICES

Robeson Technical Institute provides many personnel services designed to make the educational experiences of its students profitable and satisfying. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

Counseling Service

Professionally trained counselors are available for vocational, academic, and personal counseling for both day and evening students. Students are encouraged to make use of this service at any time. A counselor is always available in the Student Services office.

Testing Service

A placement test battery, given to all full-time applicants, is both an entrance requirement and a counseling tool for placement. Other testing services are available upon request. All testing is provided at no cost to students.

Financial Assistance

Sources of assistance are (1) R.T.I. Student Aid Fund, (2) Federal Grants, (3) College Work-Study Program, (4) educational loans. There are other programs for veterans and disabled persons. Information and applications are available in the office of Student Services.

Placement Services

The Placement Service is designed to assist students and graduates in their search for either temporary or career job opportunities. A Student Services counselor maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.



STUDENT ACTIVITES



Student Government



Newspaper



Annual



Clubs



Miss RTI Pageant



Dances



Slave Auction



Sports



Parades



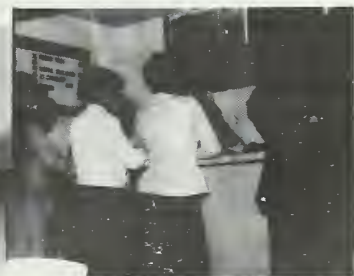
Fashion Show



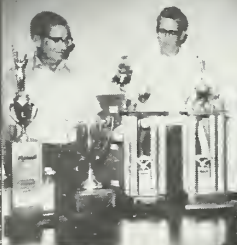
Picnics



Field Day



Break-time



Contests



ADMISSIONS POLICY

Robeson Technical Institute maintains an "open door" policy for all applicants who are high school graduates or who have reached their eighteenth birthday. The Institute serves all students regardless of race, color, creed, sex, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

ADMISSION REQUIREMENTS - CAREER EDUCATION PROGRAMS

Full-time Students

Two-year programs for Associate of Applied Science Degree.

1. High School graduate or the equivalent
2. Application
3. Transcript of previous education
4. Completion of standardized test battery
5. Complete medical history form
6. Counseling interview, where applicable

One-year programs for Diploma and Certificate Programs

1. Eighteen years of age or older and the ability to profit from instruction
2. Application
3. Transcript of previous education
4. Completion of standardized test battery
5. Complete medical history form
6. Counseling interview, where applicable
7. Additional requirements for Practical Nursing
 - a. High school graduate or equivalent
 - b. Medical examination by a physician
 - c. Interview with, and approval of, nursing department supervisors
 - d. Two character reference letters
 - e. Proof of inoculations for tetanus
8. Additional Requirements for Cosmetology
 - a. High school graduate or equivalent
 - b. Medical examination by a physician within 30 days prior to registration
 - c. Serological lab test, tuberculin skin test or chest x-ray within 30 days prior to registration

The following procedures will be followed for registering full-time students.

1. Complete application form
2. Provide transcript of previous education
3. Complete medical history form
4. Complete standardized test battery
5. Provide any additional requirements for specific course

6. Personal reference letter for transfer students
7. Counseling interview where applicable
8. Review by admissions officer
9. Further counseling, if necessary
10. Letter of acceptance to specific course
11. Notification of day and time to report for registration

Part-time Students

Adult students may be admitted under special provision which allows them to take up to ten quarter hours of credit before completing admission requirements. However, all admission requirements must be met by the time the student has completed ten quarter hours of work if credit is to be granted.

Students who do not earn a "C" or better average on the first ten credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

The following procedures will be followed for registering part-time students.

1. Complete application
2. Provide high school transcript from post-secondary institution, if attended
3. Register for courses
4. Pay tuition
5. Admit as special student

Credit By Transfer

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended.

The Director of Admissions will evaluate transcripts of previous education to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

Credit By Examination

Any student, with the recommendation of a counselor and an advisor, may apply for credit for any curriculum credit course offered by R.T.I. Proficiency examinations will be required for each course.

All credits received via examination will be posted on the student's permanent record, with the examination grade and the statement "credit by examination." Re-examination for the same course is prohibited.

SPECIAL CONDITIONS

Any person who has been convicted of violation of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical Institute, except with the permission of the Board of Trustees of the Robeson Technical Institute.

Any person who has been indicted for violation of the North Carolina Uniform Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N. C. Uniform Drug Act, will have his application for admission to Robeson Technical Institute held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his representative.

CONTINUING EDUCATION

[Adult Basic, High School, Adult Enrichment, Occupational Extension]

The "open door" policy is observed regarding requirements for admission to Continuing Education classes. Any person who is a high school graduate, or at least 18 years of age and not currently attending a public school, is eligible to enroll.

Additional Requirements - High School Programs

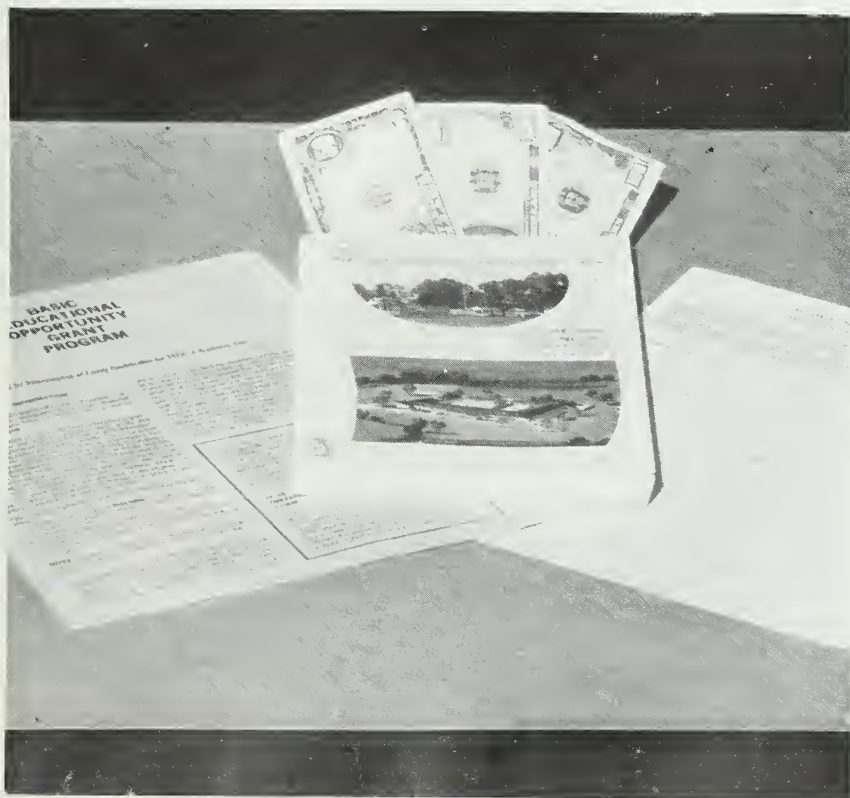
1. For admission to the Adult High School Diploma Program, a person must be at least 18 years of age and out of public schools for at least six months. Upon written recommendation of the local school superintendent, individual public school dropouts, between the ages of 16 and 18 may be admitted as students with special needs.
2. The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:
 - a. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance levels. Thus, an applicant with a percentile rank of 50 on English for eleventh grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subject fields.
 - b. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed.

COST

Robeson Technical Institute receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

Item	Student	
	Out-of-State	In-State
Tuition (each quarter)	\$137.50	\$32.00
Books	40.00	40.00
Activity Fee (First Quarter Only)	15.00	15.00
Graduation Fee (Last Quarter Only)	15.00	15.00
Auto Mechanics Tool Kit	70.00	70.00
Cosmetology Kit	35.00	35.00

Personal expenses, transportation, and other costs vary according to the student. A fee of \$5 may be charged those who enroll after announced registration days.





RTI: a place to learn

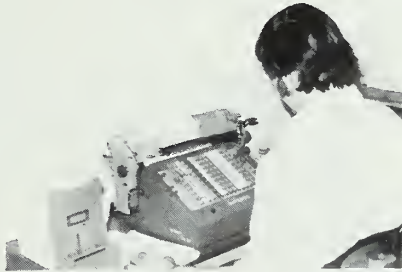
ACCOUNTING

[Associate in Applied Science Degree]

[18 Months Training]

Do you have an aptitude for logical thinking and enjoy working with figures? If so, Accounting may be for you. Along with these two qualities, you will need patience, persistence, and the ability to work with extreme accuracy.

Experienced and capable individuals are in strong demand and, once the individual becomes skilled, advancement prospects are excellent.

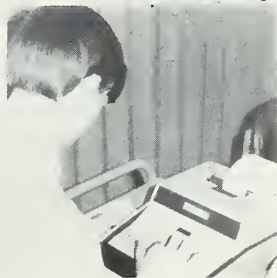
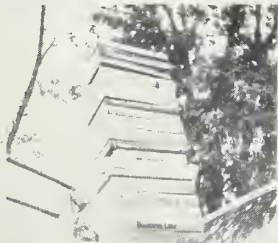


Areas of Study

- | | |
|--------------------------------|---------------------------------|
| Accounting | Business Finance |
| Economics | Introduction to Data Processing |
| Typewriting | Office Machines |
| Business Math | Taxes |
| Communicative Skills | Office Management |
| Business Law | Cost Accounting |
| Applied Psychology | Business Insurance |
| Credit Procedures and Problems | Social Science |

Job Opportunities

- | | |
|------------------------------|-----------------|
| Accounting Clerks | Payroll Clerks |
| Accounting Machine Operators | Auditors |
| Cost Accountants | Office Managers |



AGRICULTURAL BUSINESS TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

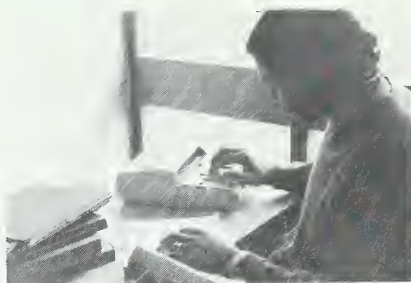
Rapid changes in farming methods and in related agricultural businesses have given rise to the need for more technically trained people. Many farm-related businesses and industries employ persons to assist in marketing, processing, and distributing farm products, and in providing services to the farmer. Many responsible positions require technical training not available in high schools or in four-year colleges.

It is anticipated that changes in agriculture and in the general economic environment will occur at an even faster rate during the next several years. Future employees in this field must be prepared to understand and to adapt to these changes.

Areas of Study

Introduction to Business
Animal Science
Sales Development
Agricultural Marketing
Soil Conservation

Business Communications
Agricultural Mechanization
Plant Science
Farm Business Management
General Horticulture



Job Opportunities

Salesman or store manager in farm supply store
Agricultural field serviceman
Salesman, demonstrator, or plant manager of feed and food companies
Farm products inspector or salesman
Office manager of farm products marketing firms

AGRICULTURAL SCIENCE AND MECHANIZATION VETERAN FARMER TRAINING

[Associate in Applied Science Degree]

[36 Months Training]

Farming is one of man's oldest professions and is most essential to our livelihood. If you are interested in learning how to farm, or in increasing your knowledge of farming, the Agricultural Science and Mechanization Program may be for you. If you are a service veteran, the combination of farming and schooling may meet the requirements for you to receive full-time V. A. benefits.

At the present time there is a shortage of highly skilled farmers. The young man of today may find farming a most challenging and rewarding business.



Areas of Study

Farm Tractors
Farm Business Management
Swine Feeding and Management
Pastures and Forage Crops
Farm Accounting and Records
Farm and Home Construction
Agriculture Finance

Techniques of Welding
Beef Production
Farm Electrification
Feed Grain Crops
Agricultural Math
Fertilizers and Lime
Surveying

Job Opportunities

Farm Management
Livestock Production
Crop Production

Farm and Home Construction
Farm Maintenance
Farm Equipment

AIR CONDITIONING AND REFRIGERATION

[Diploma]

[12 Months Training]



Air conditioning and refrigeration craftsmen work with contractors and engineers installing and maintaining equipment in homes, hotels, office buildings, factories, and food stores. In recent years the "all year" comfort systems of cooling and heating have grown tremendously. The food industry needs people who are trained in refrigeration systems for freezing, storage, and display of products.

Areas of Study

Tool and Equipment	Automatic Controls
Related Mathematics	Basic Gas Welding
Principles of Refrigeration	Related Applied Science
Blueprint Reading	Cost Estimating
Domestic and Commercial Refrigeration	Duct Construction and Maintenance
Oil, Gas and Electric Heating	Small Business Operations

Job Opportunities

Installation	Service
Inspection	Sales
Supervisors	Contractors

AUTOMOTIVE MECHANICS

[Diploma]

[12 Months Training]

Automotive Mechanics requires an aptitude for mechanical work, good hand coordination and a keen interest in the operation of the automobile and its component parts.

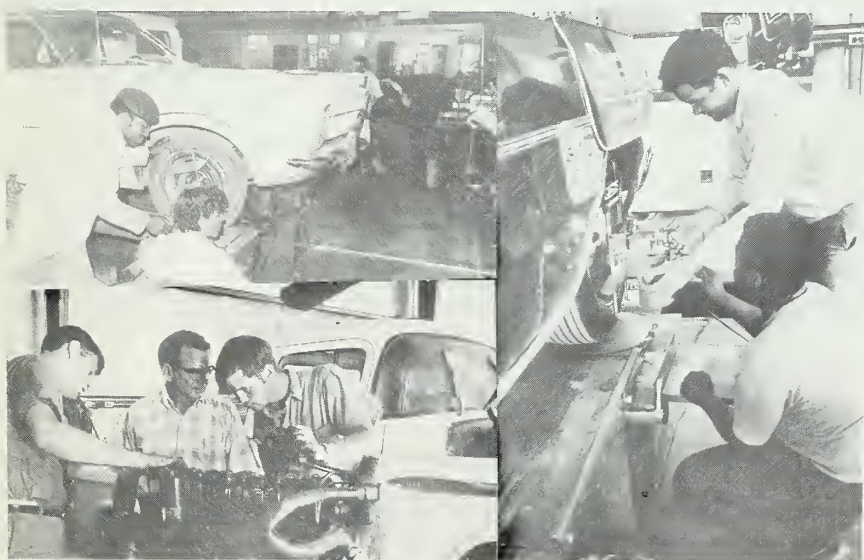
This challenging and rewarding field of study offers a wide range of job opportunities in the automotive and related fields of employment.

Areas of Study

Related Mathematics	Engine Electrical and Fuel Systems
Internal Combustion Engines	Automotive Air Conditioning
Schematics and Diagrams	Related Applied Science
Related Communicative Skills	Automotive Chasis and Suspension
Basic Welding	Systems
Automotive Braking Systems	Small Business Operations

Job Opportunities

Specialized Mechanics	Automobile Dealerships
Auto Service Centers	Automobile Diagnostic Centers
Specialized Shops	Foreman
Independent Garages	Parts Dealerships



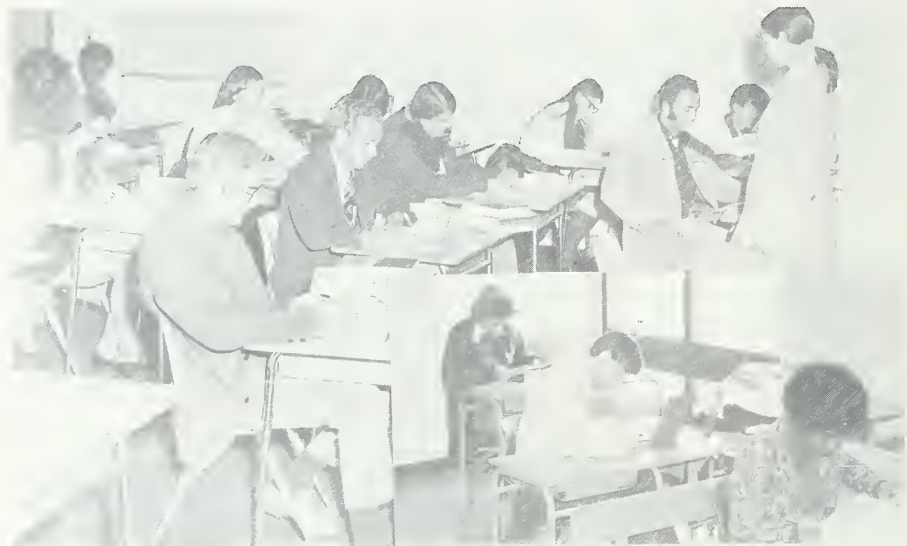
BUSINESS ADMINISTRATION

[Associate in Applied Science Degree]

[18 Months Training]

Does the business world appeal to you? Do you like organization and management? Finance? Sales? Working with people? Business Administration may hold the key for you.

This course is designed to prepare the student for employment in one of the many occupations related to business. With the increased population and industrial development in our state, business has become more competitive and specialized. The better job opportunities will be filled by those with specialized education beyond the high school level. Employment outlook is bright for many years to come.



Areas of Study

Economics
Business Math
Typewriting
Office Machines
Accounting

Business Law
Psychology
Taxes
Business Finance
Business Insurance

Introduction to Data
Processing
Business Management
Sales Promotion and
Advertising

Job Opportunities

Advertising
Insurance
Credit
Finance

Banking
Industrial Management
Retailing

Wholesaling
Transportation
Communications

CARPENTRY AND CABINETMAKING

[Diploma]

[12 Months Training]

A student of carpentry and cabinetmaking must have an interest in "putting things together." He should enjoy working indoors and outdoors, in creating things of usefulness and beauty. If these traits fit you, then Carpentry and Cabinetmaking may be your course. The opportunities are of such range as to be almost unlimited.

Areas of Study

Use of Hand Tools and Power Tools	Related Communicative Skills
Blueprint Reading	Human Relations
Layouts and Foundations	Small Business Operations
Codes and Specifications	Floor, Wall and Roof Framing
Building Trades Mathematics	Surveying

Job Opportunities

Journeyman	Residential and Commercial
Foreman	Estimator
Supervisor	Cabinet Maker
Superintendent	Finish Carpenter
Contractor	Maintenance Carpenter
	Building Supply Salesman



COSMETOLOGY

[Diploma]

[12 Months Training]

Cosmetology has reached such giant proportions that it is a multi-billion dollar industry. Professionals in the field, both men and women, are competent and efficient as well as artistic. Only those who know the science and theory of beauty culture as well as the application can acquire the status of professional beauticians. Their future is limited only by their personal ambitions.

This program is approved by the North Carolina State Board of Cosmetic Art Examiners and qualifies graduates to take the State Board examination in Cosmetology. Beginning students may enroll in the fall or in the spring quarter.



Areas of Study

Bacteriology	Hair Coloring and Lightening
Sanitation and First Aid	Hair Shaping
Hair Styling	Anatomy
Care of Nails	Chemistry
Dermatology and Facial Make-up	Communicative Skills
Salon Management	Human Relations

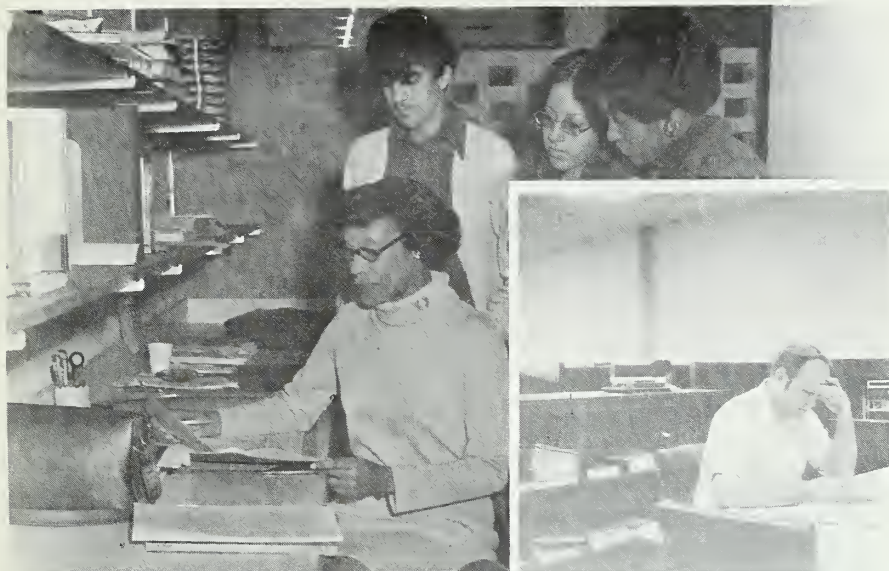
Job Opportunities

Salons	Privately Owned Shops
Department Stores	Supervisor
Hospitals	Management
Hotels	Supply Sales

DEVELOPMENTAL STUDIES

[Certificate]

[9 Months Training]



Are you in doubt about your career? Do you need a deeper understanding of the fundamentals of the English language? Would you like to increase your reading speed and better understand what you have read? Do you need to expand your math background? Would you like to develop some good study habits? Do you need help in deciding on a career?

The Developmental Studies program is offered to strengthen educational limitations and to provide assistance in career selection.

Areas of Study

Methods of Study
Communicative Skills
Vocational Audit

Psychology and Problem Solving
Composition

Reading Improvement
General Mathematics
Vocational Selection
Comparative Government
General Science

Job Opportunities

In cases where the student cannot attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

ELECTRICAL INSTALLATION AND MAINTENANCE

[Diploma]

[12 Months Training]

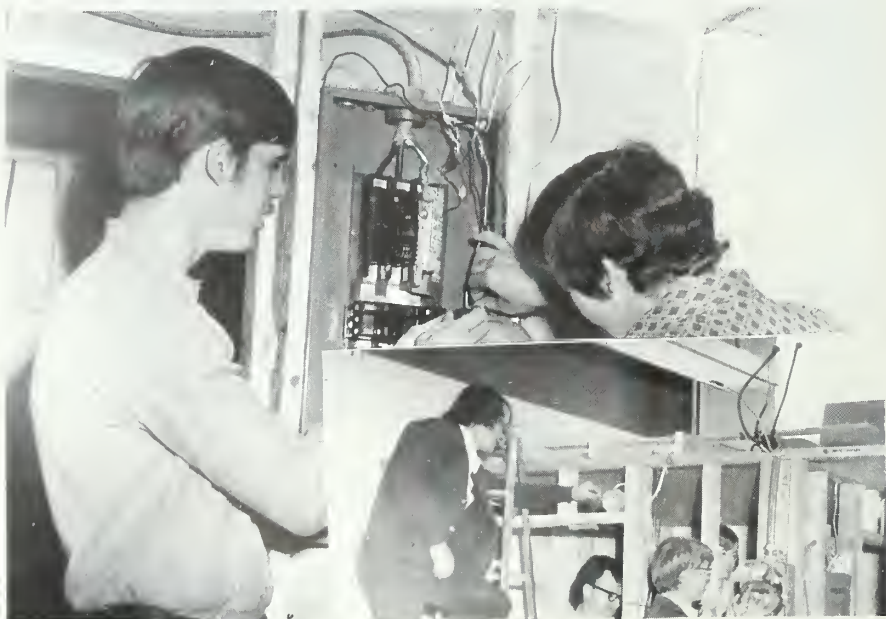
Electrical Installation and Maintenance is for students who qualify by interest, initiative, and aptitude, and who want to work in a fast growing technical field. It is designed to challenge those with average or better mental ability, a good high school mathematical background, sound mechanical comprehension, an inquiring mind, and an interest in scientific fields of work.

Areas of Study

Residential Wiring	Direct and Alternating Current
Electrical Blueprint Reading	Motors and Controls
Electrical Mathematics	Related Applied Science
Related Communicative Skills	Human Relations
Direct and Alternating Current	Commercial and Industrial Wiring
	Small Business Operations

Job Opportunities

Industrial Installation	Licensed Electrician
Industrial Maintenance	Sales and Service
Construction Electrician	Electrical Contractor



GENERAL EDUCATION

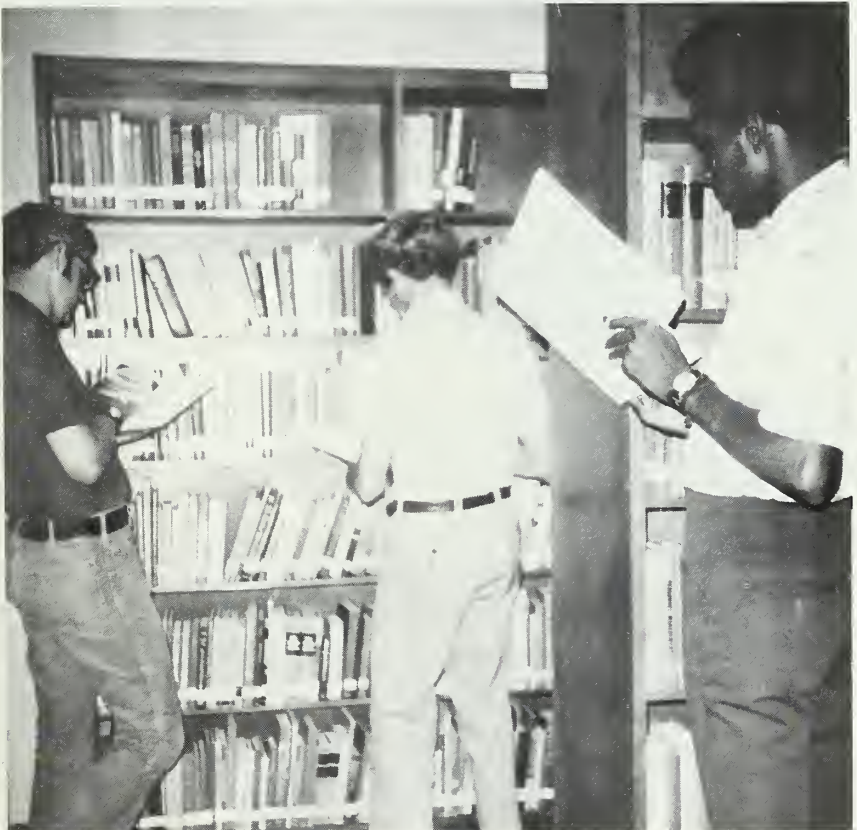
[Associate Degree in General Education]

[18 Months]

Do you want to expand your studies two years beyond the high school level in the field of liberal arts? This program offers two years of general education, with the option of choosing some courses according to personal interests. The freshman and/or sophomore level course work is transferable to any college or university that accepts transfer credit from Robeson Technical Institute.

The cluster of courses include: 1. English and literature, 2. fine arts and philosophy, 3. social science, 4. science, and mathematics. Other interest type courses may be elected if an individual wishes to improve or expand specific skills.

The successful completion of ninety-six quarter hours of general education and interest type courses culminate in an Associate Degree in General Education. The degree program should include courses from each of the four course areas listed above.



GENERAL ENGINEERING TECHNOLOGY

[Associate in Applied Science Degree]

[18.5 Months Training]

The General Engineering Technology program offers a core of knowledge and skills needed by a technician in any engineering field.

The first year will be taught at Robeson Technical Institute, with transfer options to other institutions to complete the requirements for the Associate in Applied Science Degree in one of four engineering technologies:

Air Conditioning Technology--To prepare trainees in planning, installing, operating, and maintaining air conditioning equipment.

Civil Engineering Technology--To provide the technician with knowledge to carry out many of the planning and supervisory tasks necessary in construction of highways, bridges, airfields, industrial buildings, and utilities.

Environmental Engineering Technology--Training for technicians to work in areas related to sanitary engineering and public health.

Mechanical Engineering Technology--To prepare technicians to assist engineers in design, development, and operation of machinery and other equipment parts.



INDUSTRIAL MAINTENANCE -- ELECTROMECHANICAL

[Diploma]

[12 Months Training]

This program is designed to prepare persons to fill positions in plants and industries of this area. Upon completion of the program, the graduate should be able to implement preventive maintenance programs, diagnose malfunctions, perform all but major repairs on production machinery, install and connect machines to power sources, extend electric power lines within the plant according to standard codes, plan and make piping installations. The program stresses a working understanding of mechanisms, the development of ability to communicate effectively, and the fostering of attitudes of cooperation, responsibility, and pride in one's work.



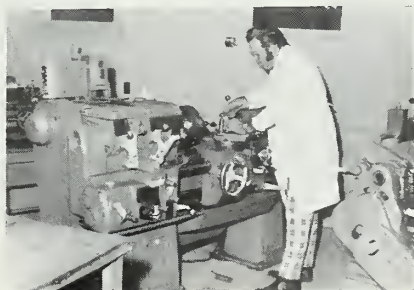
Areas of Study

Mechanical Blueprint Reading
Direct and Alternating Current
Machine Shop Theory and Practice
Electrical Motors and Controls

Industrial Safety
Basic Welding and Cutting
Plumbing--Pipe Work
Mechanical Maintenance

Job Opportunities

Plant Maintenance
Repairmen
Foreman or Supervisor
Electromechanical Mechanic
Electrical Maintenance
Machine Maintenance



INDUSTRIAL MANAGEMENT

[Associate in Applied Science Degree]

[18 Months Training]

The industrial technician is concerned with such things as flow of work for most efficient production; time and motion studies; industrial accidents and fires; accounting and inventory control systems. One must know about the availability of a work force, plant location, salary administration, and job evaluation programs.

If you like people and are concerned with human relationships, if you recognize and appreciate the importance of scientific management in reducing costs and increasing productivity, a career in industrial management may be for you.

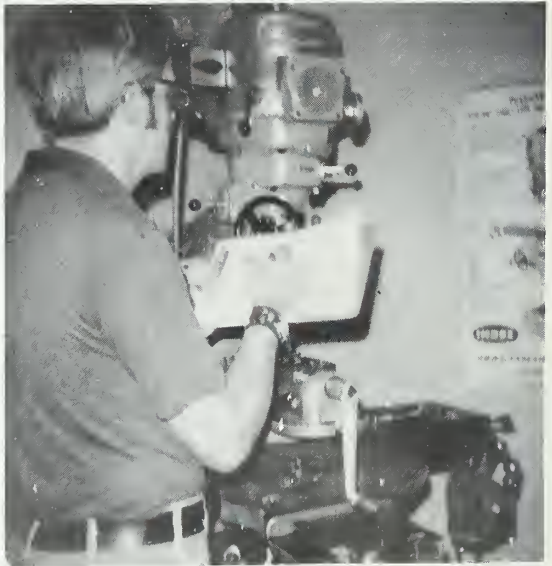
Areas of Study

Introduction to Business
Personnel Management and
Supervision
Manufacturing Cycles
Industrial Safety
Business Law
Production Planning

Technical Drafting
Job Analysis & Evaluation
Foremanship Supervision
Quality Control
Management Problems
Report Writing

Job Opportunities

Foreman
Stock Supervisor
Supervisor of Personnel
Quality Control Assistant
Time Study Analyst
Assistant Plant Engineer



MACHINIST

[Diploma]

[12 Months Training]

Do you have mechanical aptitude and an interest in metal working machines? A course in the Machinist Program may be the key to a rewarding career for you.

This course is designed to give individuals the opportunity to acquire basic skills and the related vocational information necessary to gain employment in a machine shop. The machinist is a skilled worker who shapes metal by using machine tools and hand tools. This skilled worker must be able to set up and operate the machine tools found in a modern shop. The machinist makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. One must know the composition of metals in order to anneal and harden tools and metal parts.

Areas of Study

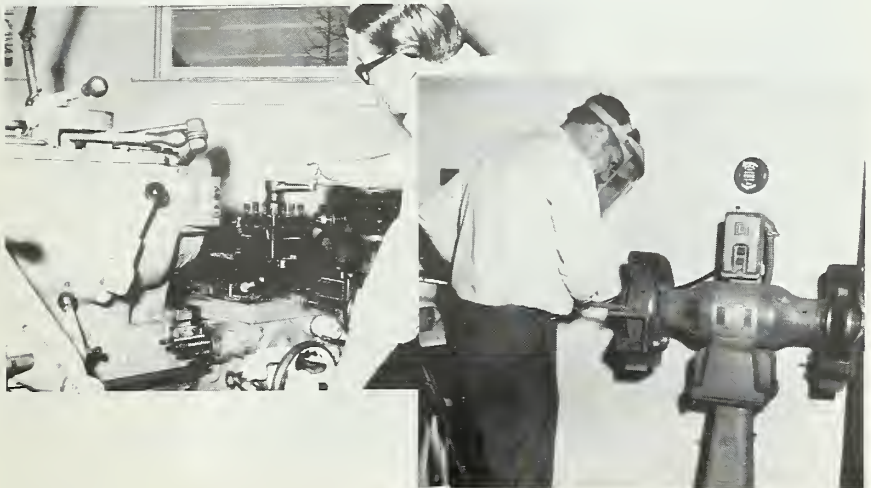
Shop Operations
Mechanical Blueprint Reading
Testing Instruments
Related Communicative Skills
Basic Welding

Measuring Instruments
Related Applied Science
Treatment Metals
Small Business Operations
Human Relations

Job Opportunities

Tool Maker
Machine Manufacturing
Appliance Manufacturing
Machine Shops

Set-Up Man
Methods Technicians
Foreman
Quality Control



MASONRY

[Diploma]

[12 Months Training]

Do you prefer work that is mostly out-of-doors? Do you have hand coordination and physical stamina?

If you can answer "yes" to these questions, then Masonry may be the course for you. Trained craftsmen are needed to fill well-paying positions in Masonry and related fields of employment.

Areas of Study

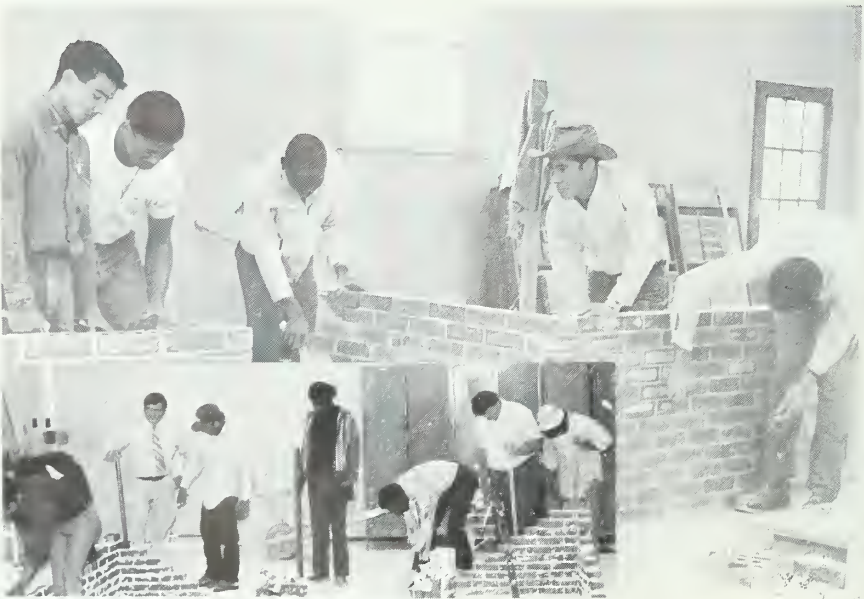
Bricklaying
Related Mathematics
Construction Procedures

Blueprint Reading
Surveying
Small Business Operations

Job Opportunities

Masons
Inspector
Supervisor
Residential and Commercial Estimator

Foreman
Contractor
Supply Salesman
Superintendent



MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

A draftsman likes to draw, can visualize objects, is curious about the "why of things," has a mechanical aptitude, is neat and systematic, and is concerned about details. If you have these qualities, then drafting may be your field.

Today, drafting is vital to virtually every phase of life in the United States. Drawings are the basis from which machines, machine parts, homes, factories, and commercial buildings are built. Bridges and roads rely on their drawings. Almost all man-made products have their beginning on the drawing board.

AREAS OF STUDY

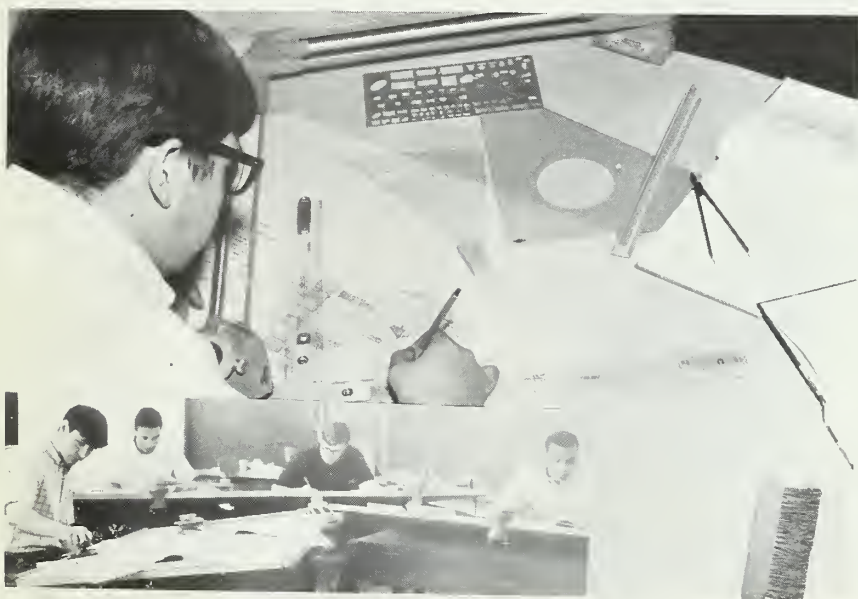
Technical Drafting
Machine Processes
Technical Mathematics
Physical Metallurgy

Design Drafting
Strength of Materials
Structural Drafting
Report Writing

Job Opportunities

Machine Designer
Mechanical Draftsman
Consulting Engineering Firms

Research Assistants
Engineering Assistant
Layout and Detail Draftsman



POLICE SCIENCE TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

Are you concerned with the crime problems, and would you like working in the field of law enforcement? As long as there are people there will be a need for trained law officers. Law enforcement techniques of today require proficiency in many areas of study. Law officers seek reasons why crimes are committed and the types of people who commit crimes. They promote crime prevention and work toward that end. At the same time, they must be prepared to handle situations that arise, and must deal with the results of crime.

The demand far exceeds the supply of well trained personnel. Many opportunities are open for competent and dedicated young men and women. They engage in highly complex activities that require varied skills and specialized knowledge.

Areas of Study

Police Organization and Administration	Traffic Planning and Management
Criminology	Firearms and Defensive Tactics
Motor Vehicle Laws	Criminal Investigation
National, State, Local Government	Criminal Evidence
Sociology and Psychology	Interviews and Investigations
First Aid and Safety	Identification Techniques
Criminal Law	Business Math
Communication Skills	Police Photography

Job Opportunities

Private business and industry require law enforcement personnel in their daily functions: security officers, guards, investigators, and armed carriers. The federal government needs security guards, investigators, and national park police. On the state and local levels there is a need for policemen, security personnel, detectives, investigators, and sheriffs.



PRACTICAL NURSING

[Diploma]

[12 Months Training]

If you have a "flair for science," and would like to become an important member of a medical health team, a career in nursing may be for you. You must have a warm personality and must like dealing with people of all kinds and of all ages. Graduates of the practical nursing program are eligible to apply to the State Board of Nursing for examination to become a Licensed Practical Nurse.

The job demands the utmost in accuracy, for errors are costly and could be dangerous to the patient. It requires a person who is intelligent, gentle, and sympathetic.

Areas of Study

Body Structure and Function
Math for Nurses
Practical Nursing Procedures
Medical Terminology
Family Units

Drug Administration
Related Communicative Skills
Nutrition
Obstetric-Pediatric Nursing
Vocational Adjustment

Job Opportunities

Hospitals
Private Homes
Nursing Homes
Rest Homes

Health Departments
Physicians' Office
Physicians' Offices
Dentists' Offices
Industry



RADIO, TELEVISION, AND ELECTRONIC SERVICING

[Diploma]

[12 Months Training]

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound system. These developments require expanded knowledge and skill for competent installation and repair services.

The program is designed so that a person will understand how a particular job in this field fits in with the overall operation of a business or industry.

Areas of Study

Direct and Alternating Current
Electrical Mathematics
Vacuum Tubes and Electronic
Circuits
Amplifier Systems
Small Business Operations

Radio Receiver Servicing
Transistor Theory and Electronic
Circuits
Human Relations
Television Receiver Circuits and
Servicing
Related Communicative Skills

Job Opportunities

Radio Repair Servicing
Production Inspection
Electronic Inspection
Radio Communication

Civil Service Employment
Manufacturer Sales Representative
Television Repair Servicing
Electronic Communication Repair



SECRETARIAL SCIENCE, EXECUTIVE

[Associate in Applied Science Degree]

[18 Months Training]

Are you neat in Appearance?

Are you congenial?

Do you enjoy carrying out details?

Do you enjoy working with people?

If your answer to these questions is "yes," the secretarial program is the one for you. It is a field in which promotions and responsibilities come with experience. The competent secretary is the key to an effective business office.

Areas of Study

Introduction to Business

Shorthand

Typewriting

Business Law

Accounting

Communicative Skills

Dictation and Transcription

Office Machines

Personal Development

Taxes

Social Science

Terminology, Vocabulary and Spelling

Secretarial Procedures

Introduction to Data Processing

Job Opportunities

Stenographer

File Clerk Secretary

Administrative Assistant

Private Secretary

Bookkeeper Secretary

Receptionist



SECRETARIAL SCIENCE, LEGAL

[Associate in Applied Science Degree]

[12 Months Training]

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. Qualified legal secretaries will relieve the attorney of routine administrative matters. The legal office is greatly dependent on the effective and responsible legal secretary.

The legal secretary is expected to enhance the image of the law office. The typical legal secretary is alert to the needs and expectations of the employer and employer's clients.

Areas of Study

Communicative Skills

Business Math

Typewriting

Shorthand

Accounting

Business Law

Terminology, Vocabulary, Spelling

Taxes

Dictation and Transcription

Office Machines

Personal Development

Filing

Introduction to Data Processing

Secretarial Procedures

Job Opportunities

Law Offices

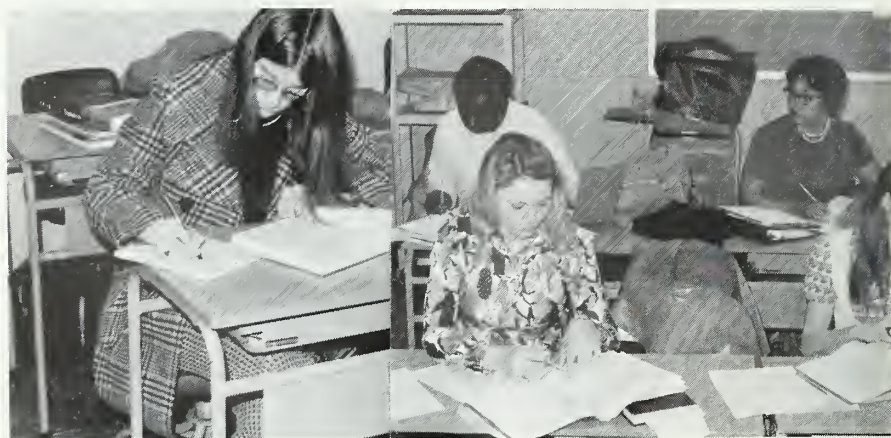
State Government

Real Estate Offices

Federal Government

Banks

City Government



SECRETARIAL SCIENCE, MEDICAL

[Associate in Applied Science Degree]

[18 Months Training]

If you really like people and have other qualifications of a good secretary, you may find great satisfaction in being a medical secretary. A genuine interest in the welfare of others and a desire for a secretarial career combine most usefully in this career field.

It is often the task of the medical secretary to see that the doctor's office runs smoothly and has a friendly atmosphere.

If you have an aptitude for office management and an interest in the medical field, a career as a medical secretary may be for you.

Areas of Study

Typewriting	Anatomy
Introduction to Business	Office Machines
Shorthand	Dictation and Transcription
Communicative Skills	Filing
Business Law	Secretarial Procedures
Terminology, Vocabulary and Spelling	Social Science
Introduction to Data Processing	Personal Development
Accounting	Office Management

Job Opportunities

Doctors' Office	Hospitals
Clinics	Medical Care and Hospitalization Insurance
Medical Laboratories	Companies
	Manufacturers of Medical Supplies



SECRETARIAL SCIENCE, GENERAL OFFICE TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

More people are employed in clerical occupations than in any other single job category. Increased production and automation mean that one must have a variety of skills for employment in the business world. General Office Technology offers specialized training in several skill areas.

Areas of Study

Typewriting
Introduction to Business

Filing
Spelling
Terminology, Vocabulary, and Punctuation

Business Grammar
Business Law
Office Machines
Personal Development
Secretarial Procedures

Job Opportunities

Accounting Clerk
Bookkeeper
Receptionist

File Clerk
Machine Transcriptionist
Private Secretary



WELDING

[Diploma]

[12 Months Training]

If you have good hand coordination, keen eyesight, and want training in an occupation with a bright future, Welding may be for you. Where there is industry, there is welding. The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement.

Areas of Study

Oxyacetylene Welding and Cutting
Mechanical Blueprint Reading
Related Applied Science
Arc Welding
Machine Shop Processes
Related Communicative Skills

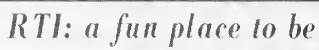
Inert Gas Welding
Human Relations
Pipe Welding
Commercial and Industrial Practices
Related Mathematics
Small Business Operations

Job Opportunities

Production Welding
Pipe Welding
M. I. G. Welding
T. I. G. Welding
Shop Welding

Welding Technician
Welding Supervisor
Welding Inspector
Welding Analyst
Sales and Service Industry





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